

## **EDITED TASK LISTING**

### **CLASS: CHIEF, DAY LABOR PROGRAM (CORRECTIONAL FACILITY)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Provides statewide leadership and guidance to subordinate staff to motivate staff to achieve desired program goals and performance standards utilizing various resources (e.g., leadership skills such as mentoring, coaching, etc., budget and schedules, communication and organizational skills, IWL program experience, etc.) on a continuous basis.
2.	Plans statewide Inmate Ward Labor Program (IWL) workload to determine the methods, approaches, use of inmate/ward resources and capital outlay and repair project delivery to meet the Department's critical objectives utilizing scheduling, fiscal and project management programs and processes (e.g., in-house fiscal management tools and forms, departmental accounting reports, computer hardware and software, etc.) on a continuous basis.
3.	Develop statewide Inmate Ward Labor Program (IWL) plans to achieve long term objectives and goals based on the Department's Strategic Plan and the Five Year Infrastructure Plan, utilizing organization development skills, state fiscal policy and processes, Government Code and Penal Code, construction industry practices, etc. on a continuous basis.
4.	Organizes IWL resources, priorities, and processes/procedures statewide to accomplish the methods, approaches and delivery of capital outlay and repair projects to meet the Department's critical objectives utilizing various resources (e.g., inmate/ward resources, construction trade resources, state staff resources, California Code of Regulations [CCR], Government Code and Penal Code, State Administrative Manual [SAM], Departmental Operations Manual [DOM], and the State Budget, etc.) on a continuous basis.
5.	Manages and oversees statewide IWL staff in accomplishing the methods, approaches and delivery of capital outlay and repair projects to meet the Department's critical objectives including a discrimination free work place utilizing various resources (e.g., SAM, DOM, program policies and procedures, good personnel practices, Equal Employment Opportunity laws, rules, and regulations, Americans with Disabilities Act, Government Code and Penal Code, etc.) on a continuous basis.
6.	Develops program policy and procedures to manage the IWL operations such as fiscal and scheduling accountability, use and development of inmate/ward resources and the project change order process utilizing various resources (e.g., IWL program experience, CCR, Government Code and Penal Code, SAM, DOM, etc.) as needed.

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<b>Task #</b>	<b>Task</b>
7.	Implements program policy and procedures to ensure the IWL operations are in compliance with applicable codes, regulations, departmental policies, and program guidelines etc. utilizing various resources (e.g., IWL program experience, CCR, Government Code and Penal Code, SAM, DOM, etc.) on a regular basis.
8.	Ensure consistency in the management and establishment of performance standards for workload quality and quantity in the IWL program utilizing IWL experience, industry standards, sound personnel practices, communication skills, etc., as needed.
9.	Monitors established project schedules and deadlines to ensure IWL meets schedule commitments, produces management reports on construction progress, ensures effective use of IWL resources and take corrective action in meeting scheduling objectives utilizing various resources (e.g., IWL program experience, scheduling software, project plans and specifications, field input, etc.) on a regular basis.
10.	Directs and oversees the preparation of IWL project cost estimates for the purpose of evaluating and budgeting capital outlay and repair projects utilizing various resources (e.g., project plans and specifications, industry cost estimating tools, IWL project experience, IWL statewide program cost considerations and standards, etc.) on a regular basis.
11.	Oversees IWL program operations including the Injury Illness Prevention Program to ensure compliance with federal, state, and institutional safety programs in order to establish and maintain a safe work environment for staff and others utilizing various resources (e.g., IWL program experience, CCR, Government Code and Penal Code, SAM, DOM, program policies and procedures etc.) on a continuous basis.
12.	Coordinates IWL operations and communications with departmental and institution management, union representatives, architectural/engineering firms, various State control agencies and the Prison Industry Board to gain program acceptance, necessary approvals, problem resolution and stakeholder cooperation utilizing various resources, (e.g., IWL program experience, industry contacts, communication skills, construction knowledge, SAM, DOM, Government Code, Penal Code, etc.) on a regular basis.

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13.	Oversees IWL inspection program operations to ensure compliance with federal, state, and departmental/program policy in order to ensure compliance with plans, specification, applicable building code requirements etc., utilizing various resources (e.g., IWL program experience, CCR, Design Criteria Guidelines, SAM, DOM, program policies and procedures, etc.) on a continuous basis.
14.	Manages and participates in the personnel program processes including recruitment, hiring, training, performance evaluations and probationary reports, counseling and disciplinary activities, in order to manage IWL program staff resources utilizing basic and advanced supervisory training, IDP and probationary processes, communication skills, accepted personnel practices, etc., on a continuous basis.
15.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment.
16.	Inspects work in progress on projects and communicates findings to subordinate staff to ensure compliance with plans and specifications, codes and applicable standards utilizing various resources (e.g., project plans, specifications, Design Criteria Guidelines, CCR, industry standard construction practices, program policies and procedures, etc.) on a regular basis.
17.	Oversees IWL contribution in the department's inmate/ward employment program to provide construction work opportunities, training for inmates/wards, and development of trade skills and enhancement of inmate/ward employability through participation on IWL public works projects utilizing field data, institution resources, institution staff, departmental policies, etc. as needed.
18.	Reviews project narratives, program planning guides, Capital Outlay Budget Change Proposals, design plans and specifications, and project estimates to determine scope, cost of projects, and timeframes/scheduling utilizing various resources (e.g., building codes, program experience, industry standard scheduling and fiscal management processes, etc.) on a regular basis.

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<b>Task #</b>	<b>Task</b>
<b>19.</b>	<b>Reviews project narratives, program planning guides, Capital Outlay Budget Change Proposals, design plans and specifications, and project estimates to determine appropriateness for inmate/ward construction and IWL organizational and workload considerations utilizing various resources (e.g., program experience, fiscal management processes, statewide program resource availability, departmental priorities and workload, etc.) on a continuous basis.</b>
<b>20.</b>	<b>Oversees the management, acquisition and maintenance/repair activities for construction equipment and tools, materials and facilities in accordance with department programs, policies, and procedures to ensure effective use of IWL assets, utilizing various resources (e.g., procurement policies and procedures, DOM, IWL policies and procedures, inventory, field staff, etc.) on a continuous basis.</b>
<b>21.</b>	<b>Prepares various written documents (e.g., status of construction projects and program operations construction progress updates, incident reports, correspondence to department and control agencies, private vendors, consultants, etc.) to request and or provide information to others utilizing computer hardware and software, communication skills, etc. on a regular basis.</b>
<b>22.</b>	<b>Oversight of quality control for the selection and use of construction materials for statewide construction applications to ensure that construction materials meets departmental/industry standards for cost effectiveness (installation, maintenance, etc.) utilizing California Code of Regulations, applicable codes and Design Criteria Guidelines, department/IWL program experience, construction industry techniques and practices, engineering and product testing analysis, etc., as needed.</b>
<b>23.</b>	<b>Maintains the safety and security of persons committed to the Department of Corrections and Rehabilitation in order to prevent escape and injury of inmates/wards to themselves or others and to secure property utilizing various resources (e.g., DOM, departmental policies and procedures, CCR Title 15, etc.) on a continuous basis.</b>
<b>24.</b>	<b>Maintains security of assigned working areas through inspections and searches for contraband (e.g., weapons, illegal drugs, etc.) and inventory of materials, tools, keys and locks, etc. utilizing various resources (e.g., DOM, departmental policies and procedures, CCR Title 15, etc.) on a continuous basis.</b>

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25.	Travel (including overnight) to various regional and statewide locations to facilitate supervision and maintain positive lines of communication, standardize services, implement policies and procedures, to provide/attend training and continuing education, etc. using state or privately-owned vehicle, airlines, etc. as required.
26.	<b>Address stressful situations in the work place, in a professional and tactful manner in order to promote employee overall health and well-being in accordance with professional ethics as needed.</b>